CIVIC STATION UNIVERSAL CORE

Leadership Transition Workbook

Questions, inventories, and handoff preparation

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Civic Station Universal Core
Jeremy Levan
America Together 2028

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Main Content

Selected Source Materials

> This section presents selected source materials related to the purpose of this volume.

Succession Planning And Leadership Transition Handbook Reference Edition V1.0.0

OM-033

SUCCESSION PLANNING AND LEADERSHIP TRANSITION HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-033

Title: Succession Planning and Leadership Transition Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-032

==========

1. PURPOSE

This handbook establishes recommended practices for preparing future leaders and ensuring smooth leadership transitions within Civic Stations.

Effective succession planning protects organizational continuity, preserves institutional knowledge, and supports long-term public service.

==========

2.

SUCCESSION PHILOSOPHY

Leadership is a responsibility that should be prepared for rather than reacted to.

Organizations should encourage:

- Shared responsibility • Mentorship • Knowledge transfer • Documented

procedures • Continuous leadership development

==========

3.

IDENTIFYING FUTURE LEADERS

Potential leaders may be identified through:

- Volunteer participation • Demonstrated responsibility • Professional

conduct • Communication skills • Initiative • Commitment to organizational values

Leadership opportunities should remain open to all qualified participants.

==========

4.

LEADERSHIP DEVELOPMENT

Organizations are encouraged to provide:

- Mentoring • Training • Project leadership opportunities • Committee

participation • Operational experience • Constructive feedback

Preparation strengthens future transitions.

==========

5.

TRANSITION PLANNING

Transition plans should identify:

- Current responsibilities • Essential contacts • Active projects •

Organizational resources • Pending decisions • Important deadlines

Planning reduces disruption during leadership changes.

==========

6.

KNOWLEDGE TRANSFER

Outgoing leaders should, whenever practical:

- Update documentation • Organize records • Introduce successors to key

contacts • Share lessons learned • Identify ongoing priorities

Knowledge transfer preserves organizational continuity.

==========
7.

TRANSITION PERIOD

When feasible, allow time for:

- Orientation • Joint meetings • Questions and answers • Responsibility

transfer • Progress review

A gradual transition often improves organizational stability.

==========
8.

DOCUMENTATION

Maintain records describing:

- Leadership responsibilities • Transition plans • Organizational

procedures • Key reference materials • Historical decisions

Documentation supports future transitions.

==========

9. REVIEW

Organizations should periodically review succession plans to:

- Reflect organizational growth • Identify new leaders • Update

documentation • Strengthen preparedness

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to ensure that every Civic Station can continue serving its community through thoughtful preparation, effective leadership development, and orderly transitions that preserve knowledge, stability, and public trust.

==========

END OF OM-033

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Organizational Succession And Leadership Continuity Handbook Reference Edition V1.0.0

OM-073

ORGANIZATIONAL SUCCESSION AND LEADERSHIP CONTINUITY HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-073

Title: Organizational Succession and Leadership Continuity Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-072

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1. PURPOSE

This handbook establishes recommended practices for succession planning and leadership continuity so Civic Stations can maintain stable operations through leadership transitions.

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2. OBJECTIVES

==========

Succession planning should:

- Preserve organizational knowledge • Minimize operational disruption •

Develop future leaders • Strengthen organizational resilience • Support orderly transitions • Maintain mission continuity

==========

3.

SUCCESSION PRINCIPLES

Organizations are encouraged to:

- Identify key leadership roles • Document critical responsibilities •

Develop potential successors • Share institutional knowledge • Review succession plans regularly

==========

4.

LEADERSHIP DEVELOPMENT

Future leaders should be provided opportunities to:

- Participate in planning • Lead projects • Receive mentoring • Learn

governance practices • Build decision-making experience

==========
5.

TRANSITION PLANNING

Leadership transitions should include:

- Transition timelines • Knowledge transfer • Role documentation •

Stakeholder communication • Operational continuity reviews

==========
6.

KNOWLEDGE PRESERVATION

Critical organizational knowledge should be documented through:

- Operations manuals • Procedures • Decision logs • Contact directories
- Historical records

==========
7. REVIEW PROCESS
==========

Succession plans should be reviewed periodically and updated after major organizational changes or leadership transitions.

==========

8.

DOCUMENTATION

Maintain records including:

- Succession plans • Leadership role descriptions • Transition

checklists • Training records • Mentorship activities • Review history

==========

9.

CONTINUOUS IMPROVEMENT

Leadership continuity practices should evolve through experience, organizational learning, and periodic review.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to establish Civic Stations that remain effective across generations by preparing future leaders, preserving institutional knowledge, and ensuring orderly, mission-focused leadership transitions.

==========

END OF OM-073

==========

Civic Station Community Network Local Infrastructure Resilience Leadership Handbook Reference Edition V1.0.0

OM-828

CIVIC STATION COMMUNITY NETWORK LOCAL INFRASTRUCTURE RESILIENCE

LEADERSHIP HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-828

Title: Civic Station Community Network Local Infrastructure Resilience Leadership Handbook

Publisher: America Together 2028

Document Version: 1.0.0

Publication Year: 2026

References: OM-001 through OM-827

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1. PURPOSE

This handbook establishes recommended practices for developing, supporting, and coordinating leaders responsible for guiding infrastructure awareness systems, maintenance networks, service partnerships, improvement projects, resource coordination, and long-term infrastructure resilience efforts within the Civic Station Community Network.

The Local Infrastructure Resilience Leadership model provides a framework for building leadership capability, supporting responsible decisions, encouraging effective coordination, and maintaining strong infrastructure awareness, stewardship, maintenance, improvement, and resilience systems.

==========
2. OBJECTIVES
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Local infrastructure resilience leadership should:

- Develop capable infrastructure leaders • Strengthen system

coordination • Support communities and partners • Improve decision making • Encourage accountability • Sustain resilience networks

==========
3.

LEADERSHIP PRINCIPLES

Infrastructure resilience leadership should emphasize:

- Service • Responsibility • Communication • Collaboration • Trust •

Continuous improvement

==========

4.

LEADERSHIP ROLES

Infrastructure resilience leaders may assist with:

- Coordinating infrastructure initiatives • Supporting stewardship

networks • Connecting organizations and partners • Guiding improvement projects • Managing community programs • Supporting infrastructure goals

==========

5.

LEADERSHIP DEVELOPMENT PROCESS

Organizations should support:

- Identifying leadership potential • Providing training • Creating

mentorship opportunities • Developing skills • Encouraging responsibility • Reviewing leadership effectiveness

==========

6.

LEADERSHIP SUPPORT SYSTEMS

Civic Stations should provide:

- Leadership guidance • Communication pathways • Training resources •

Collaboration opportunities • Feedback systems • Improvement support

==========

7.

LEADERSHIP MANAGEMENT

Organizations should maintain:

- Leadership procedures • Role information • Training records •

Responsibility assignments • Review processes • Improvement plans

==========

8.

DOCUMENTATION

Maintain records including:

- Leadership guidelines • Role descriptions • Training materials •

Development plans • Review information • Improvement recommendations

==========
9.

CONTINUOUS IMPROVEMENT

Civic Station local infrastructure resilience leadership capabilities should evolve through experience, feedback, measurement, innovation, and changing community needs.

==========
10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a Civic Station local infrastructure resilience leadership network where capable and supported leaders guide infrastructure awareness systems, strengthen stewardship networks, coordinate service partnerships, support improvement projects, manage resources, and help communities build reliable and resilient infrastructure for future generations.

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END OF OM-828
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Civic Station Community Network Essential Services Continuity Leadership Handbook Reference Edition V1.0.0

OM-888

CIVIC STATION COMMUNITY NETWORK ESSENTIAL SERVICES CONTINUITY LEADERSHIP

HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-888

Title: Civic Station Community Network Essential Services Continuity Leadership Handbook

Publisher: America Together 2028

Document Version: 1.0.0

Publication Year: 2026

References: OM-001 through OM-887

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1. PURPOSE

This handbook establishes recommended practices for developing, supporting, and coordinating leaders responsible for guiding essential service continuity systems, preparedness networks, resource coordination, service partnerships, technology systems, training efforts, and long-term community resilience within the Civic Station Community Network.

The Essential Services Continuity Leadership model provides a framework for building leadership capability, supporting responsible decisions, encouraging effective coordination, and maintaining strong continuity awareness, preparedness, resource management, service support, and resilience systems.

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2. OBJECTIVES

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Essential services continuity leadership should:

- Develop capable continuity leaders • Strengthen system coordination •

Support communities and partners • Improve decision making • Encourage accountability • Sustain resilience networks

==========

3.

LEADERSHIP PRINCIPLES

Essential services continuity leadership should emphasize:

- Service • Responsibility • Communication • Collaboration • Trust •

Continuous improvement

==========

4.

LEADERSHIP ROLES

Essential services continuity leaders may assist with:

- Coordinating continuity initiatives • Supporting preparedness networks
- Connecting organizations and partners • Guiding resource coordination
- Supporting service partnerships • Managing resilience efforts

==========

5.

LEADERSHIP DEVELOPMENT PROCESS

Organizations should support:

- Identifying leadership potential • Providing training • Creating

mentorship opportunities • Developing skills • Encouraging responsibility • Reviewing leadership effectiveness

==========

6.

LEADERSHIP SUPPORT SYSTEMS

Civic Stations should provide:

- Leadership guidance • Communication pathways • Training resources •

Collaboration opportunities • Feedback systems • Improvement support

==========

7.

LEADERSHIP MANAGEMENT

Organizations should maintain:

- Leadership procedures • Role information • Training records •

Responsibility assignments • Review processes • Improvement plans

==========

8.

DOCUMENTATION

Maintain records including:

- Leadership guidelines • Role descriptions • Training materials •

Development plans • Review information • Improvement recommendations

==========
9.

CONTINUOUS IMPROVEMENT

Civic Station essential services continuity leadership capabilities should evolve through experience, feedback, measurement, innovation, and changing community needs.

==========
10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a Civic Station essential services continuity leadership network where residents, organizations, service providers, maintenance partners, emergency responders, volunteers, educators, and local leaders develop the capability to guide continuity systems, strengthen preparedness networks, coordinate resources, support service partnerships, manage technology and training efforts, and preserve reliable essential services for future generations.

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END OF OM-888
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Universal Information Governance Information Governance Transition Management Framework

CSA-229 — Universal Information Governance Information Governance Transition Management Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for managing Information Governance transitions throughout the Civic Station ecosystem. Information Governance Transition Management ensures that governance capabilities, processes, responsibilities, technologies, and practices move between states in a controlled, predictable, and sustainable manner.

2. OBJECTIVES

- Establish consistent governance transition management practices.
- Support orderly governance changes and migrations.
- Reduce operational disruption.
- Preserve governance continuity.
- Improve transition readiness.
- Align transition management practices with the Universal Core architecture.

3. INFORMATION GOVERNANCE TRANSITION MANAGEMENT PRINCIPLES

Transition management shall be:

- Planned
- Controlled
- Coordinated
- Traceable
- Resilient
- Governed

4. TRANSITION MANAGEMENT MODEL

Each transition management program should define:

- Transition objectives
- Current state conditions
- Future state requirements
- Transition activities
- Dependencies
- Responsibilities
- Risk considerations
- Validation requirements
- Success measurements
- Governance status

5. TRANSITION MANAGEMENT LIFECYCLE

Transition activities include:

- Transition planning
- Current state assessment
- Future state preparation
- Change coordination
- Implementation
- Validation
- Stabilization
- Transition review
- Continuous improvement

6. TRANSITION MANAGEMENT CONTROLS

Organizations may implement:

- Transition plans
- Migration procedures
- Readiness assessments
- Dependency tracking
- Validation checkpoints
- Post-transition reviews

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Transition success
- Service continuity

- Readiness effectiveness
- Implementation stability
- Issue resolution
- Governance maturity

8. GOVERNANCE

Leadership shall establish transition standards, define transition authorities, oversee transition activities, evaluate outcomes, allocate resources, and ensure consistent Information Governance Transition Management throughout the enterprise.

9. CONTINUAL IMPROVEMENT

Transition practices should evolve through transition reviews, stakeholder feedback, performance analysis, operational experience, technology improvements, governance assessments, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed Information Governance Transition Management framework that enables controlled movement between governance states while preserving accountability, transparency, trust, and long-term effectiveness throughout the Universal Core architecture.

Universal Core Risk Architecture Transition Framework

CSA-2647 Civic Station Architecture Universal Core Risk Architecture Transition Framework

Purpose

This document establishes the Universal Core Risk Architecture Transition Framework for the Civic Station Universal Core. It defines the structured transition approach between Risk Management improvement activities and the integrated Risk Architecture framework to ensure organizational risk capabilities evolve in a controlled, coordinated, measurable, and sustainable manner.

Definition

Universal Core Risk Architecture Transition is the enterprise discipline of preparing, coordinating, executing, and stabilizing changes to organizational risk management capabilities, structures, processes, controls, and practices through planned transition activities.

Objectives

- Establish standardized enterprise risk transition practices. • Support

controlled evolution of risk capabilities. • Maintain continuity during risk management changes. • Coordinate stakeholders, resources, and responsibilities. • Promote sustainable risk architecture development.

Guiding Principles

1. Risk transitions shall be planned and governed.

2. Transition activities shall maintain organizational awareness and

control.

3. Stakeholders shall understand responsibilities and expected

outcomes.

4. Transition impacts shall be measured and evaluated.

5. Transition practices shall continually improve.

Risk Transition Domains

Transition Planning - Transition objectives - Scope definition - Resource preparation - Timeline coordination

Capability Transition - Process changes - Role alignment - Control implementation - Knowledge transfer

Operational Stabilization - Monitoring - Issue resolution - Performance validation - Operational readiness

Stakeholder Transition - Communication - Training - Feedback collection - Adoption support

Transition Improvement - Lessons learned - Outcome evaluation - Optimization - Continuous refinement

Risk Architecture Transition Process

1. Identify transition requirements.

2. Assess impacts and readiness.

3. Develop transition plans.

4. Coordinate implementation activities.

5. Validate transitioned capabilities.

6. Measure transition outcomes.

7. Continually improve transition practices.

Risk Transition Review Questions

- Are transition objectives clearly defined?
- Are responsibilities understood?
- Are risks during transition actively managed?
- Are new capabilities operating effectively?
- What transition improvements should be prioritized?

Characteristics of Effective Risk Transition

- Controlled • Coordinated • Transparent • Measurable • Sustainable •

Adaptive • Mission-Centered

Relationship to Other Frameworks

This framework extends:

- CSA-2640 Universal Core Risk Management Architecture Framework

- CSA-2641 Universal Core Risk Governance Framework
- CSA-2642 Universal Core Risk Planning Framework
- CSA-2643 Universal Core Risk Operations Framework
- CSA-2644 Universal Core Risk Compliance Framework
- CSA-2645 Universal Core Risk Performance Framework
- CSA-2646 Universal Core Risk Improvement Framework

It provides the transition foundation supporting CSA-2648 Universal Core Risk Architecture Integration Framework while complementing the Governance, Policy, Standards, Procedure, Process, Workflow, Task, Activity, Event, Incident, Problem, Change, Configuration, Asset, Resource, Service, Quality, Records, Data, Information, Knowledge, Technology, and Lifecycle architecture families.

Editorial Guidance

Risk architecture transitions should ensure organizations can evolve risk management capabilities without losing accountability, visibility, or operational effectiveness. Civic Stations should use structured transition practices to strengthen preparedness, resilience, transparency, collaboration, and mission success.

End of CSA-2647

- Universal Core Civic Leadership Architecture Framework

CSA-3190 Universal Core Civic Leadership Architecture Framework

Purpose The Universal Core Civic Leadership Architecture Framework establishes the enterprise architecture for developing, supporting, coordinating, and improving civic leadership capabilities across communities and organizations. It provides a common structure for cultivating responsible leadership, stewardship, decision-making, collaboration, and long-term civic capacity.

Objectives • Establish a standardized civic leadership architecture. • Improve leadership development and support systems. • Strengthen responsible civic stewardship. • Coordinate leadership capabilities across organizations. • Promote continual improvement of civic leadership practices.

Core Principles

1. Responsible Stewardship Civic leadership should prioritize

responsible service, accountability, and long-term community benefit.

2. Ethical Decision-Making Leaders should use transparent, fair, and

principled approaches when making decisions.

3. Service Orientation Leadership exists to support communities,

organizations, and shared objectives.

4. Collaboration Effective civic leadership requires cooperation among

residents, organizations, institutions, and public entities.

5. Continuous Improvement Leadership capabilities should evolve through

learning, evaluation, and experience.

Framework Components • Leadership Governance • Leadership Development • Training and Education • Decision-Making Support • Mentorship Systems • Leadership Evaluation • Succession Planning • Community Stewardship • Continuous Improvement

Architecture Lifecycle 1. Identify leadership needs. 2. Define leadership capabilities. 3. Develop leadership resources. 4. Provide training and support. 5. Evaluate leadership effectiveness. 6. Strengthen leadership practices. 7. Share lessons learned. 8. Sustain leadership capacity.

Relationship to the Universal Core

Previous: • CSA-3189 Civic Participation Reserved Framework

Next: • CSA-3191 — Universal Core Civic Leadership Governance Framework

- CSA-3192 — Universal Core Civic Leadership Planning Framework •

CSA-3193 — Universal Core Civic Leadership Operations Framework • CSA-3194 — Universal Core Civic Leadership Compliance Framework • CSA-3195 — Universal Core Civic Leadership Performance Framework • CSA-3196 — Universal Core Civic Leadership Improvement Framework • CSA-3197 — Universal Core Civic Leadership Readiness Framework • CSA-3198 — Universal Core Civic Leadership Integration Framework • CSA-3199 — Universal Core Civic Leadership Reserved Framework

Version Draft Development Edition Civic Station Universal Core Architecture

- Universal Core Civic Leadership Governance Framework

CSA-3191 Universal Core Civic Leadership Governance Framework

Purpose The Universal Core Civic Leadership Governance Framework establishes the leadership structures, oversight responsibilities, decision authority, and accountability mechanisms required to support effective civic leadership systems. It ensures leaders operate with clear responsibilities, ethical standards, transparent processes, and alignment with community stewardship objectives.

Objectives • Establish clear governance for civic leadership systems. • Define leadership roles, responsibilities, and authority. • Promote ethical decision-making and accountability. • Coordinate leadership development across organizations. • Support continual governance improvement.

Core Principles

1. Accountability Civic leaders should have clearly defined

responsibilities and should be accountable for their decisions and actions.

2. Transparency Leadership processes and decisions should be documented

and communicated appropriately.

3. Ethical Stewardship Leadership authority should be exercised

responsibly and in service of community interests.

4. Collaboration Leadership governance should encourage cooperation

among organizations, institutions, and communities.

5. Continuous Improvement Governance systems should evolve through

evaluation, feedback, and lessons learned.

Framework Components • Governance Charter • Leadership Roles • Authority Structure • Decision Frameworks • Ethics Standards • Oversight Processes

- Leadership Evaluation • Succession Governance • Governance Improvement

Governance Lifecycle 1. Establish leadership governance structure. 2. Define leadership responsibilities. 3. Establish decision authority. 4. Monitor leadership effectiveness. 5. Review governance practices. 6. Resolve leadership challenges. 7. Implement improvements. 8. Sustain governance maturity.

Governance Responsibilities

Leadership should: • Maintain clear organizational direction. • Support ethical leadership practices. • Review leadership performance. • Encourage responsible decision-making. • Develop future leadership capacity. • Promote trust and accountability.

Performance Indicators

Example measures include: • Governance review completion • Leadership accountability assessments • Ethics compliance • Decision process effectiveness • Leadership development participation • Succession readiness • Governance improvement completion

Relationship to the Universal Core

Previous: • CSA-3190 Civic Leadership Architecture Framework

Next: • CSA-3192 Civic Leadership Planning Framework • CSA-3193 Civic Leadership Operations Framework • CSA-3194 Civic Leadership Compliance Framework • CSA-3195 Civic Leadership Performance Framework • CSA-3196 Civic Leadership Improvement Framework • CSA-3197 Civic Leadership Readiness Framework • CSA-3198 Civic Leadership Integration Framework • CSA-3199 Civic Leadership Reserved Framework

Version Draft Development Edition Civic Station Universal Core Architecture

Appendix C How To Build Local Collections

Title: Appendix C — How to Build Local Collections

Purpose: Help institutions select useful modules without copying the entire library into every local packet.

Relationship to Universal Core: Local collections are curated views of Universal Core. They preserve source IDs, versions, and independent document boundaries.

GENERAL METHOD

1. Define the audience and decision need.

2. Begin with CS-001 and relevant CSF orientation documents.

3. Select CSA frameworks describing the systems involved.

4. Select OM manuals supporting practical work.

5. Record every chosen ID in a local collection manifest.

6. Verify hashes and versions.

7. Add local material as a clearly labeled supplement.

CITY COLLECTION

Select Civic Leadership, Civic Services, Infrastructure, Planning, Governance, Public Works, and relevant operational manuals. Create separate packets for leadership, departments, and public access.

LIBRARY COLLECTION

Preserve the complete digital edition where possible. Provide a small orientation binder, public indexes, and topic packets. Keep historical materials clearly labeled.

SCHOOL COLLECTION

Begin with foundation documents, civic education frameworks, and selected operations documents appropriate to the course. Provide citation guidance and distinguish source documents from classroom activities.

COMMUNITY ORGANIZATION COLLECTION

Select volunteer, partnership, outreach, events, governance, planning, evaluation, and community knowledge materials. Keep the packet small enough to use while linking to the complete library.

COLLECTION MANIFEST

Record:

- Collection name
- Intended audience
- Document IDs and titles
- Versions
- Source hashes
- Selection date
- Local supplements

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Reference and Library Connections

Topic and Source Finder

- Succession Planning And Leadership Transition Handbook Reference Edition V1.0.0
- Organizational Succession And Leadership Continuity Handbook Reference Edition V1.0.0
- Civic Station Community Network Local Infrastructure Resilience Leadership Handbook Reference Edition V1.0.0
- Civic Station Community Network Essential Services Continuity Leadership Handbook Reference Edition V1.0.0
- Universal Information Governance Information Governance Transition Management Framework
- Universal Core Risk Architecture Transition Framework
- - Universal Core Civic Leadership Architecture Framework
- - Universal Core Civic Leadership Governance Framework
- Appendix C How To Build Local Collections

Related Publications

- Preparing for Civic Leadership (CSUC-CLP-001)
- From Candidate to Officeholder (CSUC-CLP-002)
- Civic Station Foundations (CSUC-FND-001)
- Core Reference Edition (CSUC-REF-001)